

Emergency Support Function #7 Resource Support

Primary District Agency: Office of Contracting and Procurement

Support District Agencies: DC Public Schools
Department of Employment Services
Department of Health
Department of Human Services
Department of Parks and Recreation
Department of Public Works
District Department of Transportation
Emergency Management Agency
Fire and Emergency Medical Services Department
Metropolitan Police Department
Office of Personnel
Office of Property Management
Office of the Attorney General
Office of the Chief Financial Officer
Office of the Chief Technology Officer

Non-Governmental Organizations:

Consortium of Universities of the Washington
Metropolitan Area
University of the District of Columbia

Primary Federal Agency: General Services Administration

I. Introduction

A. Purpose

ESF #7—Resource Support provides logistical/resource support following a public emergency and establishes lines of communication between the primary and supporting ESF #7 agencies and other ESFs.

B. Scope

ESF #7 provides equipment, materials, supplies, and personnel to District of Columbia (DC) entities for emergency operations. It sets the stage for the District to continue operations even in the event of a public emergency, while being self-sufficient from the first 24 hours up to 72 hours, from the local stocks, private sector, and other District jurisdictions. The Chief Procurement Officer (CPO) is the primary executive manager for ESF #7. The powers and authorities of the

CPO are delegated, as needed, to four other officials as noted below. Resource requirements include emergency relief supplies, space, office equipment, office supplies, telecommunications, contracting services, transportation services, and personnel.

Provision of care, food, and water to support victims is within the existing authorities of the Office of Contracting and Procurement (OCP). Provision of care, food, and water for staff in circumstances active in District Response Plan (DRP) operations requires additional authorization.

II. Policies

- A. In accordance with assigned responsibilities and upon implementation of the DRP, ESF #7 agencies will provide assistance to the affected areas.
- B. Support agencies will furnish resources to support ESF #7 requirements, including agency-specific lists of emergency supplies and procurement personnel necessary to establish operations effectively at the national and regional levels. Support of ESF #7 will continue as needed throughout the response effort.
- C. Equipment and supplies will be provided from current DC stocks and warehouses set to be prepared for a public emergency, or, if necessary, from the private sector and surrounding jurisdictions.
- D. OCP and the Emergency Management Agency (EMA) support of other ESFs will be through ESF #7 as part of Consequence Management Team (CMT) responsibilities.
- E. When possible, all procurement will be supported by a written justification. However, the urgency associated with a resource need may necessitate verbal tasking directly from the Command Staff. In such situations, ESF #7 will document who is requesting the procurement and the reason for the request.
- F. OCP will maintain a written inventory of resources obtained from the various ESF Primary and Support Agencies that are most likely to be needed in a public emergency. This list will be maintained as a separate document from the DRP in order to keep it current.

III. Situation

A. Disaster Condition

A public emergency could cripple the productive capability of the DC's key agencies, as well as that of the surrounding metropolitan area, to respond. The city government, with the assistance of the federal government as needed, will have the capacity to meet the most foreseeable requirements. Critical resource

shortages may include power, fuel in winter, potable water in times of drought, or water supply interruption or as a secondary effect of flooding. There will be shortages in the local area of a wide variety of supplies necessary for emergency population survival, such as cots, sheets, blankets, pillows, pillowcases, tents for temporary shelter, and plastic and paper items for mass feeding. This support is generally provided to ESF #6—Mass Care.

B. Planning Assumptions

1. The probable shortage of a critical resource may be known to District government officials in advance of the actual shortage, allowing measures to be undertaken in order to lessen the impact. In some cases, shortages will occur completely without warning.
2. Local businesses and organizations are willing, whenever possible, to assist the community and the District government during a period of resource shortage, particularly following a large-scale disaster. The city's mutual aid agreements with Maryland and Virginia and neighboring counties should also be accessed if these areas have not been impacted by the public emergency.
3. The District government maintains lists of all classes of critical resources, personnel, supplies (mass care, in particular), and equipment that may be needed in the city, as well as the names, addresses, and telephone numbers of government and private agencies that have the resources.

Agency and departmental critical resources lists are fundamental to the effective response of the District government to public emergency activations. Procurement transactions, pricing, and vendor relationships need to be established prior to events requiring activation of the Emergency Operations Center (EOC). Protracted procurement processes may result from insufficient or nonexistent critical resource lists.

4. In any public emergency, donations will be received and managed by ESF #16—Donations and Volunteer Management, and media coverage requesting donations should be a sustained effort.
5. Federal government assistance will be requested to supply unmet needs of response agencies.

IV. Concept of Operations

A. General

1. When the probability that additional resources (materials and services) will be needed becomes apparent, EMA will take the lead role in ensuring

coordination of District government agencies in implementing contingency plans and recommending courses of action to the Mayor during a crisis period.

2. OCP has emergency procurement mechanisms (credit cards) and authorities, which are activated by an executed and signed Mayoral declaration of a state of emergency. OCP staff, performing in the EOC, expects to work from existing inventories and stores as defined by departmental materials lists. In the event emergency procurement transactions are required by the circumstances, both competitive and noncompetitive procurements actions are authorized and will be undertaken.
3. The Chief Financial Officer (CFO) will finance emergency procurements charged to the OCP credit cards. The CFO will determine the budget unit to be charged for necessary transactions. Procurement transactions occurring within departments and agencies are the financial responsibility of the executing department.
4. When possible, separate emergency procurement accounts will be established within PASS to help account for emergency expenditures. In this way, emergency procurement orders are entered into PASS and paid for via purchase cards held by OCP. This permits orders to be tracked from requisition through receipt and payment.
5. Blanket purchase agreements may be utilized to obtain office supplies, equipment, and response gear (e.g., gloves, masks, disinfectant). Requests for response-related resources from any District agencies would be funneled through ESF #7, led by a designated resource manager, who will:
 - Direct/supervise the activities of personnel involved in managing resources;
 - Coordinate with the EOC manager and key organizations' representatives in the EOC regarding needs/priorities;
 - Monitor potential resource shortages and advise key staff on the need for action; and
 - Identify facilities/sites that may be used to store needed resources and donations.
6. Emergency victims will take precedence in the allocation of resources. The EMA Director and senior agency staff will set specific priorities. Response agencies will sustain themselves during the first 24 hours of a public emergency, with the possibility of sustaining themselves up to three days.
7. The primary source of personnel, equipment, materials, and supplies will be from existing city and federal agencies, as necessary. Support that cannot

be provided from city agencies may be secured from federal sources or donations.

8. Under the provision of DC Law 3-149, the Mayor has the authority to restrict the sale of commodities, goods, and resources during periods of shortage, as well as alter businesses' hours of operations during this period.
9. Each agency of the District government would be required to prepare an impact statement showing the adverse effect, if any, that the shortage or emergency condition would have on the overall operation of the agency and the disruption of services to the public.
10. Purchase prices and contract costs, where possible, should be established prior to an event to prevent price gouging and the use of "no-bid" contracts. Prepositional contracts are a method to ensure the availability and cost of emergency resources and should be established as part of the ESF planning process. Additionally, during an emergency District agencies will communicate with neighboring jurisdictions to reduce competition for the same resource.

B. Organization

1. EMA serves as the central clearinghouse for coordinating District government resources supporting public emergencies. EMA, the CMT, and other critical agency liaisons will work together to allocate critical resources on a priority basis. The CMT will address the efforts and activities necessary to evaluate, locate, procure, and provide essential material resources for mission critical agencies.
2. OCP will work directly with EMA to quickly identify sources and purchase the requisite goods as deemed necessary by the Director of the CMT. The OCP CPO has an established delegation of powers and authority to the Assistant Director of Public Safety, the Assistant Director for Human Services, the Assistant Director for the Integrated Product Team and to the Attorney General. The CPO and the four positions identified above have the legal authority to bind the District in procurement actions. They may act independently in the absence of the CPO.

C. Notification

The designated resource manager will be among those initially notified of a public emergency. When warning is available, suppliers with whom agreements exist should be notified of the intent to activate the agreements.

D. Response Actions

1. Initial Actions

- a. The resource manager should determine whether to activate additional facilities or personnel, such as a Donations Coordination Team and associated telephone banks, donation receiving areas, and warehouses.
- b. Donations Management planning will coordinate its resource management activities in conjunction with ESF #16—Donations and Volunteer Management, with voluntary organizations and federal agencies and organizations such as the American Red Cross (ARC) and the Federal Emergency Management Agency (FEMA).
- c. OCP will conduct ongoing needs assessments, including gathering information from agencies on what is needed, how much is needed, who needs it, where it is needed, and when it is needed.

2. Continuing Actions

- a. The District will conduct ongoing needs assessment begun in initial phase and prioritize needs.
- b. Resource requests will be logged and prioritized. The resource manager will be updated regularly about needs and status of requests.
- c. Documented purchase prices and contract costs will be compared for pre-event pricing for resources and similar contracts.

V. Responsibilities

A. Primary District Agency

Office of Contracting and Procurement (OCP)—OCP will coordinate with the appropriate agencies to ensure that procurement processes are expedited. OCP will work directly with EMA to quickly identify sources and purchase the requisite goods as deemed necessary by the CMT Director.

Resource support is expected to be conducted from the EOC. However, resource support should be able to operate from alternate sites in the Washington Area Region should the primary site be compromised. Alternate sites for resources support activities are identified and may be activated at the direction of the CPO or those with delegated authority.

B. Support District Agencies

1. **DC Public Schools (DCPS)**—DCPS will provide school facilities to be utilized as shelters for emergency sheltering operations and storage and distribution of procured items to District agencies. DCPS will provide a liaison to the EOC.
2. **Department of Employment Services (DOES)**—DOES, in cooperation with EMA, will manage issues related to the recruitment of manpower during a public emergency and will serve as the central clearinghouse for mobilization and referral of paid and unpaid workers. DOES, in coordination with all other critical agency liaisons will work together to allocate critical manpower resources on a priority basis. DOES will ensure the continuation of unemployment benefits payments and employer tax collections, disability and workers compensation payments, summer youth employment programs, Job Training Partnership Act (JTPA) programs, and Job Services activities.
3. **Department of Health (DOH)**—DOH will identify, obtain, and allocate needed medical resources; recommend policy direction; and direct resources according to needs and potential impact on District-wide services.
4. **Department of Human Services (DHS)**—DHS will manage procurements with its service providers and ensure that payments are made to providers. DHS and the CFO will assist in providing EMA with resources and supplies for District-wide public emergencies in concurrence with availability. DHS will fully mobilize resources to restore the operational functions of its facilities throughout the city and Oak Hill (Laurel, Maryland). DHS will activate its DHS EOC at DC Village to ensure continuity of DHS services.
5. **Department of Parks and Recreation (DPR)**—DPR has a volunteer organization of approximately 1,000 individuals with a variety of skills and abilities. DPR, at the direction of the EMA Director, will mobilize its staff to assist in District-wide responses.
6. **Department of Public Works (DPW)**—DPW will supply fuel, as needed, via fueling operations or mobile fuel trucks. DPW will also provide personnel and equipment to assist the District in any emergency response operations.
7. **District Department of Transportation (DDOT)**—DDOT will provide the needed information to OCP, to receive the needed resources for reestablishing damaged infrastructure. DDOT will also coordinate with OCP in acquiring additional transportation resources whether it is for construction or for the movement of the population.

8. **Emergency Management Agency (EMA)**—EMA will compile reports and data on the availability or shortage of critical resources in the District that may have to be controlled by Executive Order for the duration of the public emergency. EMA receives and compiles status reports from key District agencies on the availability or shortage of needed supplies and resources to alleviate the problem. EMA, the CMT, and other critical agency liaisons will work together to allocate critical resources on a priority basis. EMA will address the efforts and activities necessary to evaluate, locate, procure, and provide essential material resources for mission critical agencies.
9. **Fire and Emergency Medical Services Department (FEMS)**—FEMS will coordinate with EMA in managing critical resources under their control, including notification when resources are about to be or have been depleted.
10. **Metropolitan Police Department (MPD)**—MPD will maintain security of emergency area(s), including ingress and egress in coordination with EMA. MPD will notify EMA of any critical resource shortfalls. During a public emergency, MPD will maintain security of facilities used to store large inventories of emergency physical resources. MPD will also provide escort and security services for large shipments of emergency physical resources to the disaster site.
11. **Office of Personnel (OP)**—OP will coordinate with agencies to identify and deploy personnel resources before, during, and after the public emergency.
12. **Office of Property Management (OPM)**—OPM will be mobilized during the public emergency to monitor and provide continued services to DC agencies. OPM will have available the necessary and technical personnel to provide continuous services to critical agencies. OPM's Facilities Operations Maintenance Administration (FOMA) can provide equipment, materials, and trade persons on a reimbursable basis.
13. **Office of the Attorney General (OAG)**—OAG will provide legal advice and take legal action for the supporting agencies, unless lawyers in the supporting agencies normally perform these functions for their agencies. OAG will provide legal advice and take legal action for the District government.
14. **Office of the Chief Financial Officer (OCFO)**—OCFO will be the lead agency to ensure that disbursement of District funds continues in an orderly manner, including employee pay, vendor payments and direct transfers. The

CFO will coordinate with OCP to ensure that unforeseen and emergency procurements of critical goods are effected as quickly as possible.

15. **Office of the Chief Technology Officer (OCTO)**—OCTO will establish and maintain an office for the purpose of monitoring and reporting system failures throughout District agencies. The public information function will create, prepare, and disseminate information related to the public emergency.
16. **Consortium of Universities of the Washington Metropolitan Area**—The Consortium of Universities will serve as an information agent for student volunteers and facility shelters and will broker information concerning resources and requirements among the consortium members.
17. **University of the District of Columbia (UDC)**—UDC will serve as an information agent for student volunteers and facility shelters. UDC can serve as a Field Operation Unit, and offers the use of their large gymnasium and large sports field.

C. Primary Federal Agency

General Services Administration (GSA)—GSA through a Mission Assignment/Request for Federal Assistance from the Federal Emergency Management Agency (or other federal agency) can provide technical and other support to the District government through OCP, the District counterpart ESF.

Upon the Presidential Declaration of an emergency or major disaster under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, the National Response Plan will be implemented by the Department of Homeland Security. Initially, federal agencies will operate out of the FEMA Regional Response Coordination Center. Later, when the Joint Field Office (JFO) is established near the disaster area, the agency ESF representatives that comprise the Emergency Response Team will be in the JFO.

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